

## **Expectations of Bargaining Team Members**

It is clearly understood that the main duty of bargain team members is to work for the good of all KEA members.

In order for this to occur, certain guidelines must always be followed by all team members. For the most part, these expectations are 'no-brainers'.

They are, however, very important to the success of the team in its function of serving the members.

All team members need to remember they are on a team. Typically, members of the bargaining team are strongly individualistic and strong-willed (and they should be!), but that makes it easy to displace the importance of the team with his/her personal opinion. Many KEA members' belief in the Team is founded not only in trust in the individuals' abilities and convictions, but also in the fact that different views are represented.

Therefore,

a) If the Team defines a course of action, it is each team member's responsibility to follow that course. If situations occur that make a team member feel a change in the plans is needed, respect for the team demands that this desire for a change is communicated to the team as soon as possible, and agreement to this change should be sought before the plans are changed.

b) Because there are times when rapid communication is very important, it is imperative to the team dynamic that messages are replied to quickly- just confirmation that the message has been received can be huge. You need to be comfortable with sending (and receiving) confirmations of receipt without opinions. **Each team member should give their "Main Contact" to the chairperson and all other team members. Everyone can be sure that you'll check this 'main contact' at least every other day. A response that comes within two days is appropriate. It is highly recommended that emails sent between Team members are not sent via the district's email server.**

c) When the Team meets (with each other or with anyone else) it is important to the team dynamic that all team members are present. If time and scheduling restraints make this strongly infeasible, the Team's chairperson may decide it is important to hold the meeting. This should be a rare event, as full team inclusion is expected and team members are expected to give these meetings a high priority. In all cases, Team meetings need to be attended by at least two members of the negotiating team, and any missing team member is made aware of all business that will be conducted. After the meeting this team member will be made aware of all business that was conducted.

d) All information should be shared with all team members without making a decision as to whether the others 'need' or even want the information.

e) Team members share a responsibility to be candid and honest with each other. The goal is always to serve the KEA membership, and if a team member can do something different that you feel will make that goal more attainable, it is that team member's responsibility to share this opinion with the other team member.

f) There are times when the Team will need to make a decision. At these times, the Team must reach a consensus.

-To help decide this single course of action, the Team may decide to get the KEA member's opinions on the matter. When KEA membership is asked to weigh-in on an issue (there is a member meeting, survey, vote, et cetera), the Team must create a Uniform Information Sheet, which is supported by all team members.

- If a team member cannot decide and help the team reach consensus on a single course of action, it is his/her responsibility to declare that fact and remove oneself from the process. There are times the KEA membership relies on the Team to choose the best course of action- failure to do so by even a team member can create confusion.

- When a Team opinion is reached, it is very important for team members to know their audience and act accordingly. This can be a bit psychotic at times, but it can also be easy. (When talking in negotiations, the team members speak with the Team opinion. When the Team is working with each other, everyone speaks with their personal opinion. When speaking with members, it gets a little more complicated.) It is highly recommended that the Team discuss this matter. The goal is to give information to the membership while supporting the Team's consensus opinion.

- By creating the Tentative Agreement, team members are basically saying: "I believe this to be the best possible course of action, at this time, for the members I represent". It is the legal responsibility of every signer of a tentative agreement to support it- it's okay to say what's good and bad about it, it's okay to be silent about it, but the main idea is that the TA is the best thing the team could bargain for. Failure to be aware and cautious of this can get KEA in legal trouble for negotiating without good faith, and it's just not fair to confuse the members. They deserve and expect a single decision from the Team, especially the tough decisions.

g) All notes from all negotiations should be clearly labeled on top: date and topics covered, then kept. The chairperson will maintain a storage unit for past notes. (oftentimes, a decision regarding a current issue can be easily made if there are notes about the issue that were taken 'at the table' )

Bargaining team members make an extremely important part of KEA, but members are not officers. The Executive Council is responsible for getting an idea of what membership wants and letting the bargaining team know what direction in which to proceed.

It is the bargaining chairperson's responsibility to be confident that all team members fulfill the expectations above. If persistent problems are present, this person should let the Executive Council know of the issue. If for any reason you cannot fulfill the expectations above, it is important to let the Executive Council know so an alternate can be selected.

